

CRM LESSON PLAN REPORT

ARNG SLC CONDUCT RECEPTION AND INTEGRATION FOR A NEWLY ASSIGNED RRNCO
805K-PCB9T006 / 2.2 ©

Analysis
23 Jan 2014

Effective Date: N/A

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Destruction Notice: None

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SECTION I. ADMINISTRATIVE DATA

All Course
Masters/POIs
Including This
Lesson

Courses

<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
805B-79T4 (SLC)	2.2	ARNG Recruiting and Retention SLC (Draft)	N/A	Analysis

POIs

<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
805B-79T4 (SLC)	2.2	ARNG-SLC-Senior Leader Course Draft 31jan14	0	Analysis

Task(s)
Taught(*) or
Supported

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>
<u>Individual</u>		
805B-79T-5107 (*)	Conduct Reception and Integration for a Newly Assigned RRNCO	Approved

Reinforced
Task(s)

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>
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Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
K1287	Know Army Programs and Options	Yes	Yes
K1394	Know Mission Procedures	Yes	Yes
K1388	Know Marketing Programs	Yes	Yes
K1412	Know Recruiting Awards and Incentives	Yes	Yes
K1414	Know Recruiting Doctrine	Yes	Yes
K1316	Know Confidentiality Concerns	Yes	Yes
K1311	Know Command Guidance	Yes	Yes
K1332	Know Family Support Group programs	Yes	Yes
805B-K-0045	How to navigate EDAS/PERMS/EMILPO/ATRRS	Yes	Yes
805B-K-0046	How to access EDAS/PERMS/EMILPO/ATRRS	Yes	Yes
K1381	Know Information Security	Yes	Yes
K1302	Know Awards/ Incentives Program	Yes	Yes
K1415	Know Recruiting Operational Environment	Yes	Yes
K1306	Know Basic Marketing Principles	Yes	Yes
K1282	Know Army Enlistment Programs and Options	Yes	Yes
K1290	Know Army Safety and Security Program	Yes	Yes
K1278	Know Approaches to Counseling	Yes	Yes
K1299	Know ARNG Strength Maintenance Operational Memorandums (SMOMs)	Yes	Yes
K1315	Know Computer Hardware	Yes	Yes
K1391	Know Military Entrance Processing Command (MEPCOM) procedures	Yes	Yes
K1298	Know ARNG Strength Maintenance Objectives	Yes	Yes
K1300	Know ARNG Unit SOP	Yes	Yes
K1444	Know Training Requirements	Yes	Yes
K1283	Know Army National Guard (ARNG) Programs and Options	Yes	Yes
K1284	Know Army National Guard (ARNG) Strategic Objectives	Yes	Yes
K1496	Know Your Audience	Yes	Yes
K1292	Know Army Weight Control Program	Yes	Yes
K1286	Know Army Physical Readiness Training	Yes	Yes
K1285	Know Army Physical Fitness Test (APFT) Requirements	Yes	Yes
K1402	Know Physical Fitness Assessment (PFA) Requirements	Yes	Yes
K1296	Know ARNG School Entry Vehicles	Yes	Yes
K1297	Know ARNG School Recruiting Program	Yes	Yes
K1323	Know Demographics	Yes	Yes
K1433	Know State Marketing Plan	Yes	Yes
K1293	Know ARNG Career Planning	Yes	Yes
K1280	Know Area of Operation	Yes	Yes

Skill	Skill Id	Title	Taught	Required
	S0429	Use A Keyboard	Yes	Yes
	805B-S-0007	Operate A Computer	Yes	Yes
	S0433	Utilization of Resources/Training Aids	Yes	Yes
	S0436	Utilize General Office Supplies	Yes	Yes
	S0438	Utilize PureEdge Forms	Yes	Yes
	S0348	Maintain Equipment and Supply Accountability	Yes	Yes
	805B-S-0049	Prepare and Execute Briefings	Yes	Yes
	S0305	Apply leadership tactics	Yes	Yes
	S0393	Perform Coaching	Yes	Yes
	S0396	Perform Goal Setting	Yes	Yes
	S0390	Perform Army Writing Skills	Yes	Yes
	S0399	Perform Personal Communications	Yes	Yes
	S0420	Request Resources/Support	Yes	Yes
Administrative/ Academic Hours	The administrative/academic (50 min) hours required to teach this lesson are as follows:			
	Academic	Resident Hours / Methods		
	Yes	1 hr	20 mins	Facilitator
	Yes	0 hrs	10 mins	Conference/Discussion
	Total Hours(50 min):	1 hr	30 mins	
Instructor Action Hours	The instructor action (60 min) hours required to teach this lesson are as follows:			
	Hours/Actions			
	Total Hours (60 min):	0 hrs	0 mins	
Test Lesson(s)	Hours	Lesson Number Version	Lesson Title	
	None			
Prerequisite Lesson(s)	Hours	Lesson Number Version	Lesson Title	
	None			
Training Material Classification	Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.			
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the SMTC-PEC foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.			

References

<u>Number</u>	<u>Title</u>	<u>Date</u>
ADRP 7-0	Training Units and Developing Leaders	23 Aug 2012
AR 190-16	PHYSICAL SECURITY	31 May 1991
AR 690-400	TOTAL ARMY PERFORMANCE EVALUATION SYSTEM	16 Oct 1998
DA FORM 4856	Developmental Counseling Form	01 Jul 2014
FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	12 Oct 2006
FM 7-21.13	The Soldier's Guide	20 Sep 2011
NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	28 Apr 2006

Student Study Assignment

None

Instructor Requirements

SMTC Qualified Instructor(s)

Support Personnel Requirements

None

Additional Support Personnel Requirements

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC	1:5	1:1	No	0	No
6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson	0:0	1:1	No	0	No
6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet	0:0	1:1	No	0	No
702101C056576 - COMPUTER, PERSONAL WORKSTATION	0:0	1:1	No	0	No
702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC	1:1	0:0	No	0	No
7025-01-559-1352 - Display Unit: Smartboard White 64	0:0	1:1	No	0	No
7520-00-138-7981 - Marker Assortment, Tube Type	1:1	5:1	No	0	Yes
7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet	1:5	1:1	No	0	No
7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba	0:0	2:1	No	0	No

(Note: Asterisk before ID indicates a TADSS.)

**Materials
Required***Instructor Materials:*

FM 6-22, DA Form 4856, ADRP 7-0, AR 190-16,
AR 690-400, and NGR 601-1.

Student Materials:

FM 6-22, DA Form 4856, ADRP 7-0, AR 190-16,
AR 690-400, and NGR 601-1.

**Classroom,
Training Area,
and Range
Requirements**

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:16	10	10

**Ammunition
Requirements**

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion

Mode of Delivery:

Instr Type (I:S Ratio): None

Time of Instruction: 5 mins

Motivator

During a previous class, we went into detail of how to conduct a counseling session. During this class we are going to discuss how to apply what you learned to the recruiting environment, specifically the reception and integration counseling of a new RRNCO.

SHOW VU: 1, Conduct Reception and Integration for a Newly Assigned RRNCO.

SHOW VU: 2, TLO

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Conduct a Reception and Integration Counseling for a newly assigned RRNCO; annotate the session on a DA Form 4856.
Conditions:	In a classroom environment with access to DA Form 4856, ATP 6-22.1, NGR 601-1 and scenario based information of a newly assigned RRNCO.
Standards:	Student must receive a 80% or higher on the grading rubric.

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelters are: all latrines.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down before they move their feet.

Low - Food or drink near computer and electrical equipment

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.
Controls: Do not allow food or drink around electrical or computer equipment.
Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.
Controls: Power down all electrical equipment.
Leader Actions: Conduct exterior inspection of building to ensure no tree limbs are in contact with the building. Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes, hurricanes or other tropical storms can pose a huge safety risk.
Controls: In an emergency, move towards designated storm shelters.
Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Instructional Lead-in

Most new RRNCOs come to our units after being a Traditional Guard Soldier with little or no knowledge of Recruiting and Retention Command. Even former USAREC or Regular Army Soldiers need a proper introduction to the unique world of the RRNCO. We do this introduction with a Reception and Integration Counseling session.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Explain in Counseling the Soldiers Responsibilities

Method of Instruction: Facilitator

Mode of Delivery:

Instr Type (I:S Ratio): 79T Certified Instructor, (1:16)

Time of Instruction: 1 hr

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

a. What was your experience when you were a brand new fully trained RRNCO, when it came to Reception and Integration counseling?

Possible Answers: What was that? I was given keys, computer, mission, and was told get to work. I had a good experience.

b. Was it effective? Why or why not?

Possible Answers: Will vary

SHOW VU: 3, Buzz Session

Buzz Session:

1. Break class into groups.

2. Ask: What are some of the areas you would cover during Reception and Integration counseling with a new RRNCO? Explain why each area would be important.

3. You will have 15 minutes to collaborate in your groups. Record your findings on butcher block paper. You will have 5 minutes per group to brief your findings.

Instructor Note: Make sure each of the following areas are covered and ask the class:

1. Why would these be important?

2. Would it be different for each Soldier? If so, why?

Note: Skip the areas that were briefed by the groups, if they were covered adequately.

a. Leave and Pass Policies

b. Medical Procedures (Sick Call, Emergency room visits, etc.)

c. Administrative Actions

- (1) SGLI
- (2) DEERS
- (3) Tricare
- (4) ID Cards

d. APFT/Height/Weight Requirements

- (1) Semi -Annually
- (2) Flagging Actions

e. Pay

- (1) SDAP
- (2) Clothing Allowance

f. Career Planning

g. Mission

h. School Programs

- (1) ASVAB Interpretations
- (2) Presentations
- (3) In-Service Days

i. Prospecting

j. COI/VIP Cultivation

k. Community Programs

l. Media Relations

m. Recruiter Work Station

n. Attrition Management/Retention Activities

- o. MEPCOM
- p. GSA/Credit Card Usage
- q. Cell Phone Usage
- r. Business Card Ordering
- s. Use of Mission Zone Account
- t. Weekly/Monthly Reporting (if required)
- u. Physical Security (assigned area and equipment)
- v. Current Regulatory Guidance
- w. Expense Account
- x. Government Travel Card

Check on Learning:

Question: After looking at all the different areas that could be included in Reception and Integration counseling, what do you think about how you were counseled?

Answer: Will Vary

Question: Why is it important we conduct a thorough Reception and integration counseling with a new RRNCO?

Answer: Will Vary, Clear up any misunderstandings.

Review Summary:

During this last hour we have discuss your responsibility for Counseling the Soldiers, we conducted a breakout in which we work in groups to discuss Reception and Intergration counseling and all the elements that goes along with the process. Are there any question about this learning step activity?

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Introduce Soldier to all staff elements and complete orientation documents IAW state SOP

Method of Instruction: Facilitator

Mode of Delivery:
Instr Type (I:S Ratio): 79T Certified Instructor, (1:16)
Time of Instruction: 20 mins
Media Type: None
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a
Security Classification of: U - Unclassified.

a. Why is it important during Reception and Integration counseling for a new RRNCO to meet key personnel?

Possible Answers: To put a name with the face, physical location of their office, expectations from each.

b. Who would be some of the key personnel you introduce them to and why?

Note: Make sure the following personnel are covered.

1. Recruiting Commander
2. Recruiting SGM/CSM
3. Operations and Training (S-3)
4. Personnel Staff (S-1)
5. Logistics/Supply (S-4)
6. MEPS Guidance Counselor
7. Marketing NCO
8. Automation NCO
9. GSA Manager

Check on Learning:

Question: Why is it important for a new RRNCO to meet with key personnel within the RRB community?

Answer: Physical location, and to understand their expectations.

Instructor Note:

Explain the "Conduct Reception and Integration for a Newly Assigned RRNCO" rubric. Make sure the students fully

understand how they will be tested.

SHOW VU: 4

Review Summary:

During the last 20 minutes we have discuss the necessary step you need to take when introducing Soldiers to the all the staff elements which is the last step necessary to complete the orientation. Are there any questions about the material that we have just finish discussing?

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Mode of Delivery:	None
Instr Type(I:S Ratio):	None
Time of Instruction:	5 mins

Check on Learning

Conduct a check on learning at the end of each LSA.

Review/Summary

Summarize each learning activity.

SECTION V. STUDENT EVALUATION

Testing Requirements

Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

Appendix A - Viewgraph Masters

ARNG SLC Conduct Reception and Integration for a Newly Assigned RRNCO 805K-PCB9T006 / Version 2.2 ©

Sequence	Media Name	Media Type
1	Conduct Reception and Integration for a newly assigned RRNCO	PPT

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805K-PCB9T006 Version 2.2 ©

Appendix D - Student Handouts

ARNG SLC Conduct Reception and Integration for a Newly Assigned RRNCO 805K-PCB9T006 / Version 2.2 ©

Sequence	Media Name	Media Type
None		